# Post-Background Check Pre-Adverse Action Notification

Red text denotes a field that needs to be changed by the user.

[Date]

[Applicant Name]
[Street Address]
[City, State ZIP]

Dear [Job Applicant],

Enclosed is a consumer report that we requested in connection with your application for employment with [Company Name]. In accordance with the federal Fair Credit Reporting Act (FCRA), enclosed is also a copy of your rights under the FCRA.

Based on the contents of this consumer report and our hiring criteria, we have made a preliminary decision to no longer have you for further employment consideration for the position applied for.

In addition, you have the right to dispute the accuracy of the information contained in this report by directly contacting the consumer agency. Please note that the consumer agency did not make this employment decision and cannot give specific reasons for it.

The name, address, and telephone number of the consumer agency that provided the report are as follows:

[Name, address, and telephone number of the consumer agency]

If we do not hear from you within five (5) business days from the date of this letter of notice, our preliminary decision will become final. After this decision becomes final, you will have sixty (60) days to get an additional free report from the reporting company.

Sincerely,

[President / Office Manager / HR Representative]

Enclosures:

Copy of Consumer Report

FCRA Notice of Rights

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